Professional Association of Therapeutic Horsemanship International (PATH Intl.) is looking for mature, dedicated and energetic volunteers to assist in our offices on a regular basis.

Areas of Need:

- Receptionist – every week-day afternoons from 3-5 pm
- Entry of Data in PATH Intl. database
- Filing of sensitive customer information accurately
- Organizing bulk mailing
- Writing for various PATH Intl. publications and marketing materials
- Other duties as assigned or required

Job Requirements:

- Ability to get to PATH Intl. office independently and in a timely manner
- Relevant experience to work in a professional office
- Appropriate attire for a work environment
- Ability to work with others and as a member of a team
- Ability to take direction and be given oversight

Qualifications: According to area within which you volunteer

- Computer skills
- Organizational skills
- Separating and delivering of mail
- Organizing mass mailings
- Entry of membership data in database
- Filing
- Phone skills/communications skills
- Appropriate use of language
- Ability to communicate with angry or frustrated clients

- Ability to manage a phone network
- Ability to take complete messages
- Writing skills - ability to use proper grammar and punctuations in an engaging manner

Job Hours: From as-needed to 10 hours/week

Physical and Environmental Conditions:

Some positions exist in an office environment that may require the incumbent to perform normal activities including, but not limited to sitting or standing for long periods, filing, retrieval, lifting (up to 50 lbs.) and operation of office equipment. The use of a desktop computer with keyboard and mouse is required daily.

About PATH Intl.

PATH Intl. (formerly The North American Riding for the Handicapped Association) was formed in 1969 to promote equine assisted activities for individuals with disabilities. At nearly 800 member centers, a total of more than 35,000 children and adults find a sense of independence through involvement with horses. These member centers range from small, one-person programs to large operations with several instructors and therapists. In addition to horseback riding, a center may offer any number of equine activities such as driving, vaulting, trail riding, competition, ground work, or stable management. Through a wide variety of educational resources, the association helps individuals start and maintain successful riding programs. There are more than 24,000 volunteers, 2,500 instructors, 5,400 therapy horses, and thousands of contributors from all over the world helping people at PATH Intl. centers